

PART ONE
GENERAL INFORMATION

CHAPTER 1
OPERATING LOCATION FUNCTIONAL STATEMENT

A. PURPOSE. This Desk-Top Instruction Manual is issued to standardize and define the DFAS-DE Operating Location (OPLOC) and Air Force Financial Service Office (FSO) procedural responsibilities and detailed task instructions.

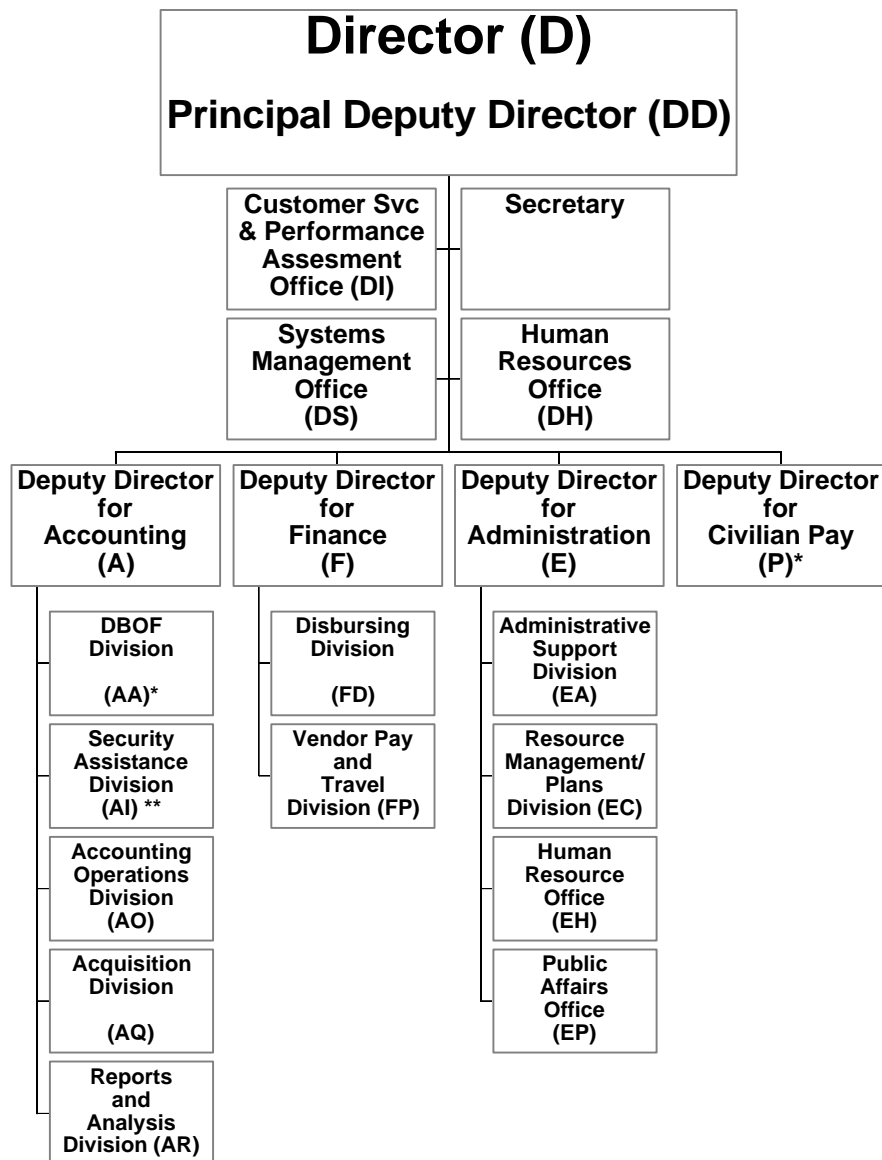
B. POLICY. On December 13, 1991, the Deputy Secretary of Defense signed the Defense Management Report Decision (DMRD 910) directing the consolidation of finance and accounting operations within the Department of Defense (DoD).

C. APPLICABILITY AND SCOPE. This instruction manual is to be used in conjunction with existing DoD and Air Force regulations and is intended to provide detailed guidance in performing day-to-day operations in a consolidated finance and accounting environment. It identifies specific responsibilities that need to be accomplished by DFAS-DE OPLOCs, Air Force FSOs, and Air National Guard (ANG) units in order to efficiently accomplish specific tasks. Instructions included in this manual apply to all DFAS-DE OPLOCs, Air Force FSOs, and ANG units upon consolidation of the DFAS-DE Defense Accounting Offices, but do not take precedence over existing DoD and Air Force Regulations. These instructions are to be implemented only upon consolidation or by proper authority (DFAS-DE/A and SAF/FMPB). Installations should not implement these instructions until directed to do so.

***D. RESPONSIBILITIES.** The Directorate of Field Support, OPLOC Support Division, DFAS-DE/AOL, is the focal point for issues regarding maintenance and update of this manual. The Directorate of Support Services, Administrative Support Division, DFAS-DE/WAP, is the focal point for distribution of this manual. Offices responsible for the content of each chapter are listed in the preceding Directory on page ii. DFAS-DE OPLOCs, Air Force FSOs, and ANG units will use this manual in the performance of their day-to-day finance and accounting operations. Users will submit proposed changes regarding this manual to DFAS-DE/AOL through the established chain of command.

***E. DFAS-DE OPLOC ORGANIZATION.** The standard DFAS-DE OPLOC organization chart follows:

DFAS-DE OPLOC ORGANIZATION STRUCTURE



* As Appropriate (OM)

** As Appropriate (DY)

★ Figure 1-1. DFAS-DE Operating Location Standard Organization Chart